



NUTRITIONIST SUPERVISOR

CHARACTERISTICS OF WORK:

This is consultative work involving planning, implementing and evaluating nutrition components of public health programs. Incumbents coordinate all nutrition services and related programs within one area or district. Supervision is exercised over all lower-level nutritionists and other food preparation and service personnel within the district. Work is performed under the general supervision of an administrative superior.

MINIMUM QUALIFICATIONS

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in public health nutrition.

AND

Experience:

One (1) year of experience related to the below described duties and certification/licensure as required below.

OR

Education:

A Master's Degree from an accredited four-year college or university in community or institutional nutrition, food and nutrition, dietetics, food service management, or Home Economics education;

AND

Experience:

Two (2) years of experience related to the below described duties and certification/licensure as required below.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in community or institutional nutrition, food and nutrition, dietetics, food service management, or Home Economics education;

AND

Experience:

Three (3) years of experience related to the below described duties and certification/licensure as required below.

Certification/Licensure Requirements:

Applicant must possess a valid license as a Dietitian or Nutritionist from the Mississippi State Board of Health.

Documentation Required:

Applicant must attach a copy of his/her license as issued by the Mississippi State Board of Health.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. These essential functions include, but are not limited to, the following.

1. Conducts personnel activities.
2. Provides supervision to nutritionists.
3. Coordinates nutrition program operations and nutrition services activities.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Plans, develops, supervises and evaluates nutrition services in an assigned geographic area of the statewide nutrition program.

Coordinates nutrition services with other operating programs of state agencies.

Provides supervision and/or technical assistance to Nutritionist Seniors and other service personnel.

Recommends policies, standards, and programs to meet the needs of clients.

Surveys, evaluates, and advises institutions, groups and child care facilities.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.